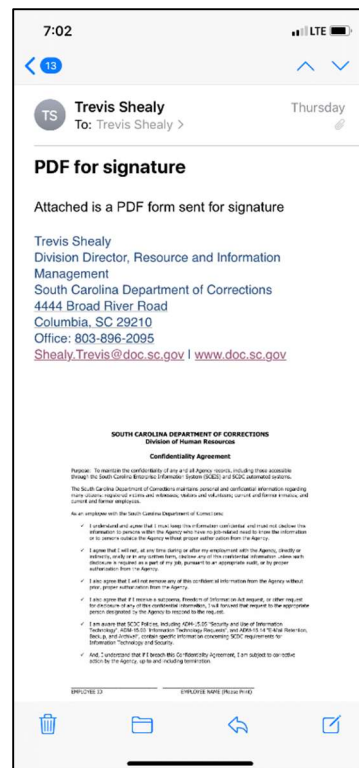
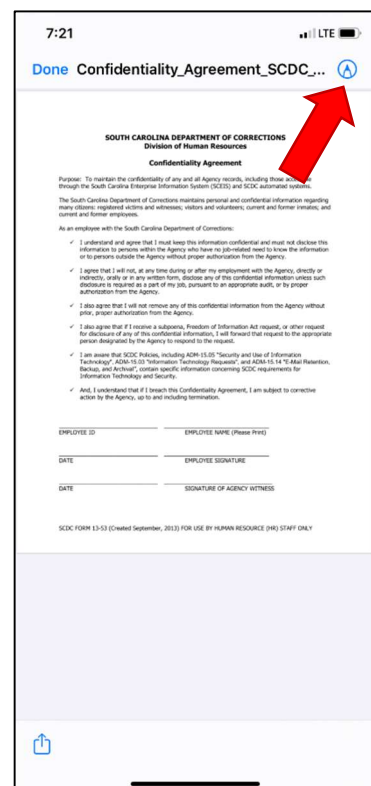


Using the Built-in PDF Reader to Sign PDFs for iPhones

1. Open the e-mail that contains the PDF that needs a signature.
Open the PDF by clicking on it.



2. Select the Markup tool icon in the top right-hand corner.



3. Select the plus sign in the bottom right-hand corner and then select Signature.

7:22
Done Confidentiality_Agreemen...

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
Division of Human Resources
Confidentiality Agreement

Purpose: To maintain the confidentiality of any and all Agency records, including those accessible through the South Carolina Enterprise Information System (SCEIS) and SCDC automated systems.

The South Carolina Department of Corrections maintains personal and confidential information regarding many citizens: registered voters and witnesses, visitors and volunteers, current and former inmates, and current and former employees.

As an employee with the South Carolina Department of Corrections:

- ✓ I understand and agree that I must keep this information confidential and must not disclose this information to persons within the Agency who have no job-related need to know the information, or to persons outside the Agency without proper authorization from the Agency.
- ✓ I agree that I will not, at any time during or after my employment with the Agency, directly or indirectly, orally or in any written form, disclose any of this confidential information unless such disclosure is required as a part of my job, pursuant to an appropriate audit, or by proper authorization from the Agency.
- ✓ I also agree that I will not remove any of this confidential information from the Agency without proper authorization from the Agency.
- ✓ I also agree that if I receive a subpoena, Freedom of Information Act request, or other request for disclosure of any of this confidential information, I will forward that request to the appropriate person designated by the Agency to respond to the request.
- ✓ I am aware that SCDC Policies, including ADM 15.05 "Security and Use of Information Technology", ADM 15.02 "Information Technology Request", and ADM 15.14 "Data Retention, Backup, and Archival", contain specific information concerning SCDC requirements for Information Technology and Security.
- ✓ And, I understand that if I breach this Confidentiality Agreement, I am subject to corrective action by the Agency, up to and including termination.

EMPLOYEE ID _____ EMPLOYEE NAME (Please Print) _____
DATE _____ EMPLOYEE SIGNATURE _____
DATE _____ SIGNATURE OF AGENCY WITNESS _____

SCDC FORM 13-53 (Created September, 2013) FOR USE BY HUMAN RESOURCE (HR) STAFF ONLY

Text
Signature
Magnifier

4. If it's the first time using the signature feature then use your finger, or stylus pen, and sign your name on the line. (If you need to try again, select Clear and sign your name again.) Select Done when satisfied with the signature.

Cancel New Signature Done Clear

Sign your name using your finger.

OR

If you've used the signature feature before, your signature will have been saved and will appear. Click on the signature to insert it onto the PDF.


The screenshot shows a mobile app interface for a PDF document titled "Confidentiality_Agreemen...". The document is from the "SOUTH CAROLINA DEPARTMENT OF CORRECTIONS, Division of Human Resources" and is a "Confidentiality Agreement". The document text includes a purpose statement, a list of terms, and fields for "EMPLOYEE ID", "EMPLOYEE NAME (Please Print)", "DATE", "EMPLOYEE SIGNATURE", and "SIGNATURE OF AGENCY WITNESS". A signature "Trevor R. Shae" is visible in the signature field. Below the signature field, there is a blue box with the text "Add or Remove Signature" and a "Cancel" button.

5. The signature will appear on the PDF with a blue box. Drag the box to the signature line and use the corners to adjust the size of the signature on the line. Select Done.

The screenshot shows the same mobile app interface as the previous one, but with the signature "Trevor R. Shae" now placed within a blue box that is being adjusted on the signature line. The document text and fields are the same as in the previous screenshot. At the bottom of the screen, there is a toolbar with various drawing tools, including a pen, eraser, highlighter, and a selection tool.

6. Select Reply All or New Message, if necessary, and the PDF with your signature will be uploaded to your e-mail.

7:23 LTE

Done Confidentiality_Agreement_SCDC... 

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
Division of Human Resources


Confidentiality Agreement

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- I also agree that if I receive a subpoena, Freedom of Information Act request, or other request for disclosure of any of this confidential information, I will forward that request to the appropriate person designated by the Agency to respond to the request.
- I am aware that SCDC policies, including ACH-15.05 "Security and Use of Information Technology", ACH-15.07 "Information Technology Resources", and ACH-15.10 "Data Retention, Backup, and Archival", contain specific information concerning SCDC requirements for Information Technology and Security.
- And, I understand that if I breach this Confidentiality Agreement, I am subject to corrective action by the Agency, up to and including termination.

EMPLOYEE ID _____ EMPLOYEE NAME (Please Print) _____
DATE _____ EMPLOYEE SIGNATURE 
DATE _____ SIGNATURE OF AGENCY WITNESS _____

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Reply All

New Message


Discard Changes


Cancel

7. Select the blue circle with the arrow to Send.

7:23 LTE

Cancel

Re: PDF for signature 

To: Trevis Shealy 

Cc/Bcc, From: Shealy.Trevis@doc.sc.gov

Subject: Re: PDF for signature

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
Division of Human Resources


Confidentiality Agreement

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On Jul 2, 2020, at 11:12 AM, Trevis Shealy
<Shealy.Trevis@doc.sc.gov> wrote: